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(VAISAKHA 1, 1945 SAKA)

LEGISLATIVE SUPPLEMENT

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PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF LABOUR

(LABOUR BRANCH)

NOTIFICATION

The 11th April, 2023

No.G.S.R. 44/C.A.61/1986/S.18/Amd.(2)/ 2023.- With reference to the Government of Punjab, Department of Labour, Notification No. G.S.R. 92/C.A.61/1986/S.18/Amd./2020, dated the 15th October, 2020 and in exercise of the powers conferred by section 18 of the Child Labour and Adolescent Labour (Prohibition and Regulation) Act, 1986 (Central Act No. 61 of 1986), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Child Labour (Prohibition and Regulation) Rules 1997, namely:-

RULES

1. (1) These rules may be called the Punjab Child Labour (Prohibition and Regulation) First Amendment Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

2. In the Punjab Child Labour (Prohibition and Regulation) Rules, 1997 (hereinafter referred to as the said rules), in rule 1, in sub-rule (1), for the words "Child Labour", the words "Child and Adolescent Labour" shall be substituted.

3. In the said rules, in rule 2,-

- (i) for clause (a), the following clauses shall be substituted, namely:-
 - “(a) “Act” means the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986 (Central Act No. 61 of 1986);
 - (aa) “Committee” means the Technical Advisory Committee constituted under sub-section (1) of section 5 of the Act”;
- (ii) After clause (b), the following clauses shall be inserted, namely:-
 - “(ba) “Fund” means the Child and Adolescent Rehabilitation Fund

constituted under sub-section (1) of section 14B of the Act;

(bb) “Inspector” means the Inspector appointed by the State Government under section 17 of the Act;

(bc) Municipality” means an institution of self-Government constituted under article 243Q of the Constitution;

(bd) “Panchayat” means a Panchayat constituted under article 243B of the Constitution”;

(iii) In clause (d), the word ‘and’ occurring at the end shall be omitted; and

(iv) In clause (e), the word ‘and’ shall be added at the end and thereafter, the following clause shall be added, namely:-

“(f) words and expressions used in these rules, but not defined therein and defined in the Act, shall have the meanings as assigned to them in the Act. ”.

4. In the said rules, after rule 2, the following rules shall be inserted, namely:-

“2A. Awareness on prohibition of employment of child and adolescents in contravention to Act.- The State Government, to ensure that the children and adolescents are not employed or permitted to work in any occupation or process in contravention to the provisions of the Act, through appropriate measures, shall, -

(a) arrange public awareness campaigns using folk and traditional media and mass media including television, radio, internet based application and the print media to make the general public, including the employers and the children and adolescents who may be employed in contravention to the provisions of the Act, aware about the provisions of the Act, and thereby discourage employers or other persons from engaging children and adolescents in any occupation or process in contravention of the provisions of the Act;

(b) promote reporting of enterprises or instances of employment of children or adolescents in contravention to the provisions of the Act, by developing and advertising easily accessible means of communication to authorities specified by the State Government;

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- (c) display to the possible extent the provisions of the Act, these rules and any other information relating thereto in railway coaches, at railway stations, major bus stations, toll plazas, airports and other public places including shopping centers, markets, cinema halls, hotels, hospitals, Panchayat offices, police stations, resident welfare association offices, industrial areas, schools, educational institutions, court complexes, and offices of all authorities authorized under the Act;
 - (d) promote through appropriate method the inclusion of the provisions of the Act in learning material and syllabus in school education; and
 - (e) promote inclusion of training and sensitization material on the provisions of the Act and responsibilities of the various stakeholders thereto, in State Labour Service, police, judicial and civil service academies, teachers training and refresher courses and arrange sensitization programmes for other relevant stakeholders including, Panchayat members, doctors and concerned officials of the Government.

2B. Child to help his family without affecting education.- (1) Subject to the provisions of section 3, a child may without affecting his school education, in any manner,-

- (a) help his family in his family enterprise, subject to the condition that such help,-
 - (i) shall not be in any hazardous occupation or process listed in Part A and Part B of the Schedule to the Act;
 - (ii) shall not include work or occupation or process at any stage of the manufacturing, production, supply or retail chain that is remunerative for the child or his family or the family enterprise;
 - (iii) shall only be allowed to help in his family, or in a family enterprise, where his family is the occupier;
 - (iv) shall not perform any tasks during school hours and between 7 P.M. and 8 A.M.;
 - (v) shall not be engaged in such tasks of helping which hinders or

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interferes with the right to education of the child, or his attendance in the school, or which may adversely affect his education including activities which are inseparably associated to complete education such as homework or any extracurricular activities assigned to him by the school;

- (vi) shall not be engaged in any task continuously without rest which may make him tired and shall be allowed to take rest to refresh his health and mind, and a child shall not help for more than three hours excluding the period of rest in a day;
- (vii) shall not include in any way substitution of the child for any adult or adolescent while helping his family or family enterprise; and
- (viii) shall not be in contravention to any other law for the time being in force; and
 - (b) aid or assist his family in such manner which is not incidental to any occupation, work, profession, manufacture or business, or for any payment or benefit to the child or any other person exercising control over the child, and which is not detrimental to the growth, education and overall development of the child.

Explanation 1 .- For the purpose of this rule, only,-

- (a) biological brother and sister of the child;
- (b) brother or sister of the child through lawful adoption by parents of the child; and
- (c) biological brother and sister of parents of the child, shall be included for comprising the family of a child.

Explanation 2 .- For the purposes of Explanation 1, it is hereby clarified that preliminarily, any doubt as to whether a person is a biological brother or sister, may be removed by examining the pedigree of such person issued by the concerned Municipality or Panchayat, as the case may be, or any other legal document issued by the concerned authority of the Government.

- (2) Where a child receiving education in a school remains absent consecutively for thirty days without intimation to the Principal or Head Master of the school, then the

Principal or Head Master shall report such absence to the concerned nodal officer referred to in clause (i) of sub-rule (1) of rule 12 for information.

2C. Child to work as an artist.- (1) Subject to the provisions of section 3, a child may be allowed to work as an artist subject to the following conditions, namely:-

- (a) no child shall be allowed to work for more than five hours in a day, and for not more than three hours without rest;
- (b) any producer of any audio-visual media production or any commercial event involving the participation of a child, shall involve a child in participation only after obtaining the permission from the District Magistrate of the district where the activity is to be performed, and shall furnish to the District Magistrate before starting the activity an undertaking in Form C and the list of child participants, consent of parents or guardian, as the case may be, name of the individual from the production or event who shall be responsible for the safety and security of the child, and ensure that all screening of his films and television programmes shall be made with a disclaimer specifying that if any child has been engaged in the shooting, then, all the measures were taken to ensure that there has been no abuse, neglect or exploitation of such child during the entire process of the shooting;
- (c) the undertaking referred to in clause (b) shall be valid for six months and shall clearly state the provisions for education, safety, security and report of child abuse in consonance with the guidelines and protection policies issued by the State Government from time to time for such purpose including , -
 - (i) ensuring facilities for physical and mental health of the child;
 - (ii) timely nutritional diet of the child;
 - (iii) safe, clean shelter with sufficient provisions for daily necessities; and
 - (iv) compliance to all laws applicable for the time being in force for the

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protection of children, including their right to education, care and protection, and against sexual offences;

- (d) appropriate facilities for education of the child to be arranged so as to ensure that there is no discontinuity from his lessons in school and no child shall be allowed to work consecutively for more than twenty-seven days;
- (e) one responsible person be appointed for maximum of five children for the production or event, so as to ensure the protection, care and best interest of the child;
- (f) at least twenty percent of the income earned by the child from the production or event to be directly deposited in a fixed deposit account in a nationalized bank in the name of the child which may be credited to the child on attaining majority; and
- (g) no child shall be made to participate in any audio visual and sports activity including informal entertainment activity against his will and consent.

(2) For the purposes of clause (c) to the Explanation to sub-section (2) of section 3, the expression “such other activity” contained therein, shall mean,-

- (i) any activity where the child himself is participating in a sport competition or training for such sports competition or event;
- (ii) cinema and documentary shows on television including reality shows, quiz shows, talent shows; radio and any programme in or any other media;
- (iii) drama serials;
- (iv) participation as anchor of a show or events; and
- (v) any other artistic performances which the State Government permits in individual cases, which shall not include street performance for monetary gains.

5. In the said rules, for rule 3, the following rule shall be substituted, namely:-

"3. Hours of work.- Subject to the provisions of section 7, no adolescent shall be required or permitted to work in an establishment in

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excess of such number of hours of work as is permissible under the law for the time being in force regulating the hours of work of the adolescent in such establishment."

6. In the said rules, in rule 4, in sub-rule (1), for the word "children", the word "adolescents" shall be substituted.

7. In the said rules, after rule 4, the following rule shall be inserted, namely:-

"4A. Payment of amount to child or adolescent from and out of Child and Adolescent Labour Rehabilitation fund. -(1) The amount credited, deposited or invested, as the case may be, under sub-section (3) of section 14B to the Child and Adolescent Labour Rehabilitation Fund and the interest accrued on it, shall be paid to the child or adolescent in whose favour such amount is credited in the following manner, namely:-

- (i) the inspector or the nodal officer having jurisdiction shall, under his supervision, ensure that an account of such child or adolescent is opened in a nationalized bank and inform the bank in which the amount of the Fund is deposited or, as the case may be, to the officer responsible to invest the amount of the Fund under sub-section (3) of section 14B;
- (ii) the interest accrued on the proportionate amount of the Fund in favour of the child or adolescent shall be transferred every six months to the account of the child or adolescent, as the case may be, by the bank or officer responsible to invest the amount under information to the Inspector;
- (iii) when the concerned child or adolescent completes the age of eighteen years, then, as soon as may be possible forthwith or within a period of three months, the total amount credited, deposited or invested in favour of the child along with interest accrued thereon remaining in the bank or remaining so invested under sub-section (3) of section of 14B, shall be transferred to the said bank account of child or adolescent, as the case may be; and
- (iii) the Inspector shall prepare a report of the amount transferred under clauses (i) and (ii) with particulars of the concerned child or adolescent sufficient to identify him and send a copy of the report

annually to the State Government for information.

(2) Any amount recovered by way of fine or for composition of offences in pursuance of an order or judgment of a Court in favour of a child or adolescent for the contravention of the provisions of the Act, shall also be deposited in the Fund and shall be spent in accordance with such order or judgment”.

8. In the said rules, for rule 5, the following rule shall be substituted, namely:-

"5.Certificate of age.- (1) Where an Inspector has an apprehension that any adolescent has been employed in any of the occupation or processes in which he is prohibited to be employed under section 3A of the Act, he may require the employer of such adolescent to produce to the Inspector a certificate of age from the appropriate medical authority.

(2) The appropriate medical authority shall, while examining an adolescent for issuing the certificate of age under sub-rule (1), take into account, –

- (i) the Aadhar card of the adolescent, and in the absence thereof;
- (ii) the date of birth certificate from school or the matriculation or equivalent certificate from the concerned examination Board of the adolescent, if available, and in the absence thereof;
- (iii) the birth certificate of the adolescent given by a corporation or a municipal authority or a Panchayat;

and only in the absence of any of the methods specified in clauses (i) to (iii), the age shall be determined by such medical authority through an ossification test or any other latest medical age determination test.

(3) The ossification test or any other latest medical age determination test shall be conducted on the order of the appropriate authority of the rank Assistant Labour Commissioner, as may be specified by the State Government in this behalf, and such determination shall be completed within fifteen days from the date of such order.

(4) The certificate of age referred to in sub-rule (1) shall be issued in Form B.

(5) The charges payable to the medical authority for the issue of the certificate of age shall be same as specified by the State Government for their Medical Boards.

(6) The charges payable to the medical authority shall be borne by the employer of the adolescent whose age is determined under this rule.

Explanation.- For the purposes of this rule,-

- (i) “medical authority” means a Government medical doctor not below the rank of an Assistant Surgeon of a District or a regular doctor of equivalent rank employed in Employees’ State Insurance dispensaries or hospitals;
- (ii) “adolescent” means an adolescent as defined in clause (i) of section 2 of the Act.

- 9. In the said rules, in rule 6, for the word “child”, wherever occurring, the word “adolescent” shall be substituted.
- 10. In the said rules, in rule 7, for the word “child”, wherever occurring, the word “adolescent” shall be substituted.
- 11. In the said rules, in rule 8, in sub-rule (3), for the word “child”, the word “adolescent” shall be substituted.
- 12. In the said rules, in rule 9, for the word “child”, wherever occurring, the word “adolescent” shall be substituted.
- 13. In the said rules, after rule 9, the following rules shall be added, namely:-

“10. Persons who may file complaint.- Any person who may file a complaint under the Act for commission of any offence include school teachers and representatives from school management committee, child protection committee, Panchayat or Municipality, who shall be sensitized to file complaint, in the event that any of students in their respective schools is employed in contravention to the provisions of the Act.

11. Manner of compounding offences.- (1) An accused person,-

- (i) who commits an offence for the first time under sub-section (3) of section 14; or
- (ii) who being parent or a guardian, commits an offence under the said

section, may file an application to the District Magistrate having jurisdiction for compounding the offence under sub-section (1) of section 14D.

(2) The District Magistrate shall after hearing the accused person and the Inspector concerned, on an application filed under sub-rule (1), dispose of such application, and if the application is allowed, issue the certificate of compounding subject to, -

- (i) the payment of a sum of fifty percent; of the maximum fine provided for such offence within a period to be specified in such certificate; or
- (ii) the payment of an additional sum of twenty-five per cent; of the maximum fine provided for such offence together with the compounding amount specified under clause (i), if the accused person fails to pay the compounding amount under the said clause within the specified period, and such delayed payment shall be made within a further period as may be specified by the District Magistrate, which shall not exceed the period specified in that clause.

(3) The compounding amount shall be paid by the accused person to the State Government.

(4) If the accused person fails to pay the compounding amount under sub-rule (2), then, the proceeding shall be continued as specified under sub-section (2) of section 14D.

12. Duties of District Magistrate.- (1) The District Magistrate shall,-

- (i) specify such officers subordinate to him, as he considers necessary, to be called nodal officers, who shall exercise all or any of the powers and perform all or any of the duties of the District Magistrate conferred and imposed on him by the State Government under section 17A;
- (ii) assign such powers and duties, as he thinks appropriate, to a nodal officer to be exercised and performed by him within his local limits of jurisdiction as subordinate officer;
- (iii) preside over as Chairperson of the Task Force to be formed in a

district consisting of, –

- (a) Inspector appointed under section 17 for the purposes of his local limits of jurisdiction;
 - (b) Superintendent of Police for the purposes of his local limits of jurisdiction;
 - (c) Additional District Magistrate for the purposes of his local limits of jurisdiction;
 - (d) nodal officer referred to under clause (i) for the purposes of his local limits of jurisdiction;
 - (e) Assistant Labour Commissioner/Labour-cum-Conciliation Officer for the purposes of his local limits of jurisdiction;
 - (f) two representatives each from a voluntary organization involved in rescue and rehabilitation of employed children and/or adolescents in the district on rotation basis for a period of two years;
 - (g) a representative of the District Legal Services Authority to be nominated by the District Judge;
 - (h) a member of the District Anti-trafficking Unit;
 - (i) Chairperson of the Child Welfare Committee of the District;
 - (j) District Child Protection Officer in the District under the Integrated Child Protection Scheme of the Ministry of the Government of India dealing with women and child development;
 - (k) District Education Officer;
 - (l) any other person nominated by the District Magistrate;
 - (m) Secretary of the Task Force shall be any of the nodal officers referred to in clause (i) and nominated by the Chairperson.
- (2) The Task Force referred to in clause (iii) of sub-rule (1) shall meet at least once in every month and shall make a comprehensive action plan for conducting the rescue operation, taking into account the

time available, point of raid in accordance with the law for the time being in force, confidentiality of the plan, protection of victims and witnesses and the interim relief, in accordance with the guidelines for rescue and repatriation issued by the State Government from time to time; and the Task Force shall also cause to upload the minutes of such meeting on the portal created for such purpose by the State Government.

- (3) In addition to the duties referred to in sub-rule (1), the District Magistrate shall ensure through nodal officers that the children and adolescents who are employed in contravention of the provisions of the Act are rescued and shall be rehabilitated,-

(a) in accordance with the provisions of,-

- (i) the Juvenile Justice (Care and Protection of Children) Act, 2015 (Central Act 2 of 2016) and the rules made thereunder;
- (ii) the Bonded Labour System (Abolition) Act, 1976 (Central Act 19 of 1976);
- (iii) the Central Sector Scheme for Rehabilitation of Bonded Labourers, 2016;
- (iv) any National Child Labour Project;
- (v) any other law or scheme for the time being in force under which such children or adolescents may be rehabilitated; and subject to,-
 - (I) the directions, if any, of a court of competent jurisdiction;
 - (II) the guidelines for rescue and repatriation issued by the State Government from time to time in this regard.

13. Duties of Inspectors.- An Inspector appointed by the State Government under section 17, for the purposes of securing compliance with the provisions of the Act, shall,-

- (i) comply with the norms of inspection issued by the State Government from time to time;
- (ii) comply with the instructions issued by the State Government from time to time for the purposes securing the compliance with the provisions of the Act; and

- (iii) report the State Government quarterly regarding the inspection made by him for the purposes of securing the compliance with the provisions of the Act and the action taken by him for such purposes.

14. Periodical inspection and monitoring.- The State Government may create a system of monitoring and inspection for carrying into effect the provisions of section 17, which may include,-

- (i) the number of periodical inspections to be conducted by the Inspector of the places at which the employment of children is prohibited and hazardous occupations or processes are carried out;
- (ii) the intervals at which an Inspector shall report to the State Government complaints received by him relating to the subject matter of inspection under clause (i) and the details of action taken by him thereafter;
- (iii) maintenance of record electronically or otherwise of,-
 - (a) children and adolescents found to be working in contravention of the provisions of the Act including children who are found to be engaged in family or family enterprises in contravention of the Act;
 - (b) number and details of the offences compounded;
 - (c) details of compounding amount imposed and recovered; and
 - (d) details of rehabilitation services provided to children and adolescents under the Act.”

15. In the said rules, in Form ‘A’, in the heading of column 2, for the words “Name of child”, the words “Name of adolescent” shall be substituted.

16. In Form “B”, under the heading, for the words, figures and brackets “[See Rule 5(3)]”, the words figures and brackets “[See rule 5 (4)]” shall be substituted.

17. In the said rules, after Form ‘B’, the following Form shall be added, namely:-

“FORM ‘C’

[See rule 2C(1)(b)]

Undertaking under rule 2C(1)(b) of the Punjab Child and Adolescent Labour
(Prohibition and Regulation) Rules, 1997

I _____ producer of _____
an audio visual media production or organizer
of _____ a commercial event,
involving the participation of the following child/children, namely;

S.No. Name of the Child/ Children Parent's/Guardian's Name Address

do hereby undertake that in the course of the involvement of the above
mentioned child/children in the event _____ (specify
the event), there shall be no violation of any of the provisions of the Child and
Adolescent Labour (Prohibition and Regulation) Rules, 1988 and full care
shall be taken of the physical and mental health, and other requirements of the
child/children, so that he/she/they feel no inconvenience. I also undertake that
during the event, all laws applicable for the time being in force for the protection
of children, including their right to education, care and protection, and legal
provisions against sexual offences will be complied.

Name and signature of the producer.”

MANVESH SINGH SIDHU, IAS,
Secretary to Government of Punjab,

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF DEFENCE SERVICES WELFARE
NOTIFICATION

The 12th April, 2023

No. G.S.R. 45/Const./Art. 309/2023.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed to the Punjab Defence Services Welfare (Group 'A') Service, namely: -

RULES

1. Short title, commencement and application.-(1) These rules may be called the Punjab Defence Services Welfare (Group 'A') Service Rules, 2023.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
(3) They shall apply to the posts specified in Appendix 'A'.
2. Definitions.-(1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an Appendix appended to these rules;
 - (b) 'Government' means the Government of the State of Punjab in the Department of Defence Services Welfare; and
 - (c) 'Service' means the Punjab Defence Services Welfare (Group 'A') Service.
(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts.**-The Service shall comprise the posts specified in Appendix 'A':
Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.
4. **Appointing Authority.**-Appointments to the Service shall be made by the Government.
5. **Pay of members of the Service.**-The members of the Service shall be entitled to such scales of pay, as may be authorised by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A'.
6. **Method of appointment, qualification and experience.**-(1) All appointments to the Service shall be made in the manner specified in Appendix 'B':
Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer of a person holding an analogous post under the State Government or Government of India.

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- (2) No person shall be appointed to a post in the Service, unless he possesses the qualifications and experience, as specified against that post in Appendix 'B'.
 - (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.-(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the members of the Service against an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-(1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

9. Interpretation.-If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

10. Repeal and Savings.-The Punjab District Sainik Welfare Offices (State Service Class I) Rules, 1986, in so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

Appendix 'A'
[See rules 1(3), 3 and 5]

Serial No.	Name of the post	Number of posts	Scale of pay (in rupees)	Scale of pay as per 7 th CPC matrix as per letter dated 17.07.2020 (in rupees)
1.	Director	01	As per Government of Punjab, Department of Finance, letter No. 6/108/10-IFP2/101, dated 26.05.2014.	
2.	Deputy Director	02	10300-34800 +5400GP	-
3.	District Defence Services Welfare Officer	23	10300-34800 +5400GP	47600/-
4.	Superintendent Grade-I	02	15600-39100 +5400GP	-

Appendix 'B'
(See rule 6)

Serial No.	Name of the post	Percentage of appointment by		Qualifications and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	6
1.	Director	Hundred Percent	-	<p>(i) Appointment shall be made on tenure basis, on the recommendation of Selection Committee to be constituted and notified by the Government, which shall be chaired by the Chief Secretary to Government of Punjab, and shall have the Director General, Resettlement, Government of India, Ministry of Defence or an officer nominated by him, as one of the Members of the said Committee;</p> <p>(ii) the Selection Committee shall consider the names of those officers included in the panel drawn in consultation with the Director General, Resettlement, who shall be retired Brigadiers or of equivalent ranks of Indian Navy or Indian Air Force and in case no suitable persons are available, retired officers of the rank of Colonel or equivalent ranks in Indian Navy or Indian Air Force shall be considered for appointment to the post of Director:</p> <p>Provided that all these officers must have put in a minimum of twenty-five years of commissioned pensionable service with a clean record of service and good character, and shall have retired with full pension; and</p> <p>(iii) age should not be more than fifty-seven years, on the 1st January preceding the date fixed for the receipt of applications.</p> <p>Note:- (1) After the initial appointment for the post of</p>	-

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				<p>Director, further extension in such appointment shall be decided by the Government without referring the matter to the Selection Committee.</p> <p>(2) The Director shall be appointed for a term of two years, which will be extended for a period of two years at a time subject to the condition that he has a satisfactory record of Service:</p> <p>Provided that the Director shall not be granted extension if he attains the age of sixty years or if he avails extension for two terms, whichever is earlier.</p>	
2.	Deputy Director	Hundred percent	-	<p>(i) From amongst the ex-Indian Commissioned Officers of the rank of Colonel or Lieutenant Colonel or equivalent ranks of the Indian Navy or Indian Air Force; and</p> <p>(ii) age should not be more than fifty-five years on the 1st January preceding the date fixed for the receipt of applications.</p>	
3.	District Defence Services Welfare Officer	Hundred percent	-	<p>(i) From amongst the ex-Indian Commissioned Officers of the rank of Colonel or Lieutenant Colonel or equivalent ranks of the Indian Navy or Indian Air Force; and</p> <p>(ii) age should not be more than fifty-five years on the 1st January preceding the date fixed for the receipt of applications.</p>	-
4.	Superintendent Grade-I	-	Hundred percent	-	From amongst the Superintendents Grade-II, working under the control of the Director, who have an experience of working as such for

					a minimum period of one year.
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Appendix 'C'
(See rule 7)

Serial. No.	Name of the post	Nature of *Penalty/or @ Order	Authority empowered to impose penalty or pass order	Appellate authority
1	2	3	4	5
1.	Director	Any Major Penalty under rule 8 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 (as amended from time to time) OR Any Minor Penalty under rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 (as amended from time to time)	Secretary-in-charge	Minister-in-charge
2.	Deputy Director	-do-	-do-	-do-
3.	District Defence Service Welfare officer	-do-	-do-	-do-
4.	Superintendent Grade-I	-do-	-do-	-do-

APPENDIX 'D'**(See rule 9)****GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)****Notification**

The 4th May, 1994.

No. G.S.R. 33/ Const./Art 309/94- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A' , Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
(2) They shall come into force at once.
(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
2. **Definitions** – In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,-
 - (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the government to be a recognized university or institution for the purposes of these rules;
 - (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
 - (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

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- (i) (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra: provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. **Nationality, domicile and character of persons appointed to the Service.-**

- (1) No person shall be appointed to the Service unless he is, -
- (a) a Citizen of India ; or
 - (b) a Citizen of Nepal; or
 - (c) a subject of Bhutan ; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
 - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualifications.**— (1) No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age.**— (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his

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widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit:- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. Probation.-(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-

- (a) if his work and conduct has in its opinion been satisfactory -
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. **Seniority.**-The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay

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drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1 Part-1.

10. **Liability to Serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters.-** In respect of pay , leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.-**(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.-** Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.-** Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he -	From amongst the clerks, who have an experience of working as such for a minimum period of four years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	

<p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;</p> <p>(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p style="padding-left: 40px;">Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).</p>	
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15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.
- OR
- Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;
- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi , respectively typewriting on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:
- Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent

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member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

*15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -

Direct appointment	Promotion
<p>No Person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised university or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001, certified.</p>	<p>From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualify the test for promotion as Senior Scale Stenographer.</p>

OR	
Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.- No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test

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conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. **Promotion to Group 'A' and Group 'B' Service.-**

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debaring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19. **Power to relax.-** Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over-riding effect.-**The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.-** If any question arises as to the interpretation of these rules, the Government shall decide the same.

A.S. CHATTHA,

Chief Secretary to Government of Punjab.

J M BALAMURUGAN,

Principal Secretary to Government of Punjab,
Department of Defence Services Welfare.

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION, SKILL
DEVELOPMENT AND TRAINING
NOTIFICATION

The 11th April, 2023

No. G.S.R. 46/Const./Art. 309/2023.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment and conditions of Service of the persons appointed to the Punjab Employment Generation, Skill Development and Training (**Group A**) Service, namely: -

R U L E S

1. Short title, commencement and application.—(1) These rules may be called the Punjab Employment Generation, Skill Development and Training (Group A) Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in **Appendix 'A'**.

2. Definitions.—(1) In these rules, unless the context otherwise requires, -

- (a) "Administrative Secretary", wherever appearing in these rules, means the Secretary or Principal Secretary or Additional Chief Secretary or Financial Commissioner or Special Chief Secretary, whosoever is the administrative head of the Department.
 - (b) "Appendix" means an Appendix appended to these rules;
 - (c) "Government" means the Government of Punjab in the Department of Employment Generation, Skill Development and Training; and
 - (d) "Service" means the Punjab Employment Generation, Skill Development and Training (Group A) Service.
- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts. -The Service shall comprise the posts specified in **Appendix 'A'**:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.—Appointment to the Service shall be made by the Government.

5. Pay of the members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present, in force, in respect of the members of the Service, are given in **Appendix 'A'**.

6. Method of appointment, qualifications and experience.—(1) Appointment to the post in the Service shall be made in the manner as specified in **Appendix 'B'**:

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct recruitment, the appointment to the Service may be made by

transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualification and experience, as specified against that post in **Appendix 'B'**.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.—(1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per **Appendix 'C'**.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.—(1) In respect of the matters, which are not specifically provided in these rules, the members of Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules 1994, at present in force, are contained in **Appendix 'D'**.

9. Repeal and savings.—The Punjab Employment (Class I and II) Service Rules 1963, the Punjab Employment Department (State Service-Class III) Rules 1964 and the Punjab Employment Department (Class I) Service Rules 1987, so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

10. Interpretation.—If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and Department of Finance shall decide the same.

APPENDIX 'A'
(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay (in rupees) (As per 6 th Pay Commission)	
		Permanent	Total	Level as per 6 th PPC	Scale
1	2	3	4	5	6
1	Additional Director of Employment Generation, Skill Development and Training Or Joint Director of Employment Generation, Skill Development and Training	1	1	L-24	91500-203400
2	Deputy Director of Employment Generation, Skill Development and Training	10	10	L-17	53600-170100
3	District Employment Generation, Skill Development and Training Officer	17	17	L-17	53600-170100
4	Superintendent Grade-1	1	1	L-16	48700-154300
5	Assistant Controller Finance and Account	1	1	L-16	48700-154300

Note:- The above mentioned scales are as per Punjab Government, Finance Department (Finance Personnel Branch-I) No. 5/10/09-5FPI/1052& 958 dated 15-12-2011 and shall be applicable as amended from time to time.

* The Total number of posts of Additional Director or Joint Director would be 1 and eligible officials would be posted as either Joint Director or Additional Director as the case may be.

APPENDIX "B"
(See rule 6)

Serial Number	Designation of the post	Percentage for appointment by		Qualification and experience for appointment by	
		Direct appointment	Promotion	Direct appointment	Promotion
1	2	3	4	5	
1	Additional Director of Employment Generation, Skill Development and Training	—	Hundred per cent	—	From amongst the Joint Director who have an experience of working as such for a minimum period of one year provided that probation period should have been cleared before promotion. (Total number of posts of Additional Director or Joint Director would be 1 and eligible officials would be posted as either Joint Director or Additional Director as the case may be).
	Joint Director of Employment Generation, Skill Development and Training	—	Hundred per cent	—	From amongst the Deputy Directors who have an experience of working as such for a minimum period of two years.
2	Deputy Director, Employment Generation, Skill Development and Training	—	Hundred per cent	—	From amongst the District Employment Generation, Skill Development and Training Officers or Superintendent Grade-1 who have an experience of working as such for a minimum period of two years on either of these posts.
3	District Employment Generation, Skill Development and Training Officer	—	Hundred per cent	—	From amongst the Employment generation, Skill Development and Training Officers working under the control of the Director, Employment Generation, Skill Development and Training who have an experience of working as such for a minimum period of four years .

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4	Superintendent Grade-I	-	Hundred per cent	-	From amongst the Superintendents Grade-II working under the control of the Director, Employment Generation, Skill Development and Training who have an experience of working as such for a minimum period of five years .
5	Assistant Controller (Finance and Account)	-	-	-	On deputation by the Department of Finance.

APPENDIX 'C'
(See rule 7)

Serial Number	Designation of the post	Nature of *Penalty or order	Authority empowered to impose *penalty or pass order	Appellate Authority
1.	Additional Director of Employment Generation, Skill Development and Training	(i) Censure (ii) Withholding of his promotion. (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders.	Administrative Secretary	Minister Incharge
2.	Joint Director of Employment Generation, Skill Development and Training	(iv) Withholding increment of pay without cumulative effect. (v) Withholding of increments of pay with Cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further direction as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period reduction will or will not have the effect of postponing the future increments of his pay.		
3.	Deputy Director, Employment Generation, Skill Development and Training	(vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restoration to that grade, post or service.		
4.	District Employment Generation, Skill Development and Training Officer	(vii) Compulsory retirement (viii) Removal from service which shall not be a disqualification for future employment under the Government.		
5.	Superintendent Grade-I	(ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
6.	Assistant Controller Finance and Account (ACFA)	-	As applicable	As applicable

*In terms of the Rules 5 of Punishment & Appeal Rules, 1970.

APPENDIX 'D'

(See rule 9)

GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)

Notification

The 4th May, 1994.

No. G.S.R. 33/ Const./Art 309/94- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A' , Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
(2) They shall come into force at once.
(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
2. **Definitions** – In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "**direct** appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,-
 - (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the government to be a recognized university or institution for the purposes of these rules;
 - (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
 - (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
 - (i) (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while

fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or

(ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra: provided that, -

(a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;

(b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

(1) No person shall be appointed to the Service unless he is, -

- (a) a Citizen of India ; or
- (b) a Citizen of Nepal; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of

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any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualifications.**— (1) No person,—

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Age.**— (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. **Increase in upper age limit:**— Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.

6. **Qualification etc.**— Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or

posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**-(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - b) if such person is appointed otherwise -
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -

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- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
- (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. **Seniority.**—The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:—Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.**- A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1 Part-1.

10. **Liability to Serve.**- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters.**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.**-(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time

(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.**- Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by -**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he -</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;</p> <p>(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of four years.</p>

words per minute: Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).	
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15. Minimum educational and other qualifications. -

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi, respectively typewriting on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

*15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -

Direct appointment	Promotion
No Person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he – (i) Possesses the Bachelor's Degree from a recognised university or Institution; and (ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English	From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an

<p>language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>experience of working as such for a minimum period of four years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualify the test for promotion as Senior Scale Stenographer.</p>
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16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity

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applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17 Knowledge of Punjabi Language.- No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18 Promotion to Group 'A' and Group 'B' Service.-

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.
- (2) **Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the

consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.

19. **Power to relax.**- Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over-riding effect.**-The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**- If any question arises as to the interpretation of these rules, the Government shall decide the same.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

KUMAR RAHUL,
Secretary to Government of Punjab,
Department of Employment Generation,
Skill Development and Training.

PART III

**GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION, SKILL DEVELOPMENT
AND TRAINING
NOTIFICATION**

The 11th April, 2023

No. G.S.R. 47/Const./Art. 309/2023.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment and conditions of Service of the persons appointed to the Punjab Employment Generation, Skill Development and Training (**Group B**) Service, namely: -

R U L E S

1. Short title, commencement and application. – (1) These rules may be called the Punjab Employment Generation, Skill Development and Training (Group B) Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in **Appendix 'A'**.

2. Definitions. –(1) In these rules, unless the context otherwise requires,–

(a) “Administrative Secretary”, wherever appearing in these rules, means the Secretary or Principal Secretary or Additional Chief Secretary or Financial Commissioner or Special Chief Secretary, whosoever is the administrative head of the Department;

(b) "Appendix" means an Appendix appended to these rules;

(c) "Government" means the Government of Punjab in the Department of Employment Generation, Skill Development and Training; and

(d) "Service" means the Punjab Employment Generation, Skill Development and Training (Group B) Service.

(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Number and character of posts. – The Service shall comprise the posts specified in **Appendix 'A'**:

Provided that nothing in these rules shall affect the inherent right of the Government to add or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.– Appointment to the Service shall be made by the Government.

5. Pay of the members of the Service. –The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present, in force, in respect of the members of the Service, are given in **Appendix 'A'**.

6. Method of appointment, qualifications and experience. – (1) Appointment to the post in the Service shall be made in the manner as specified in **Appendix 'B'**:

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct recruitment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualification and experience, as specified against the post in **Appendix 'B'**.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Departmental examination. – Every person appointed to the post of Employment Generation, Skill Development and Training Officer and who are appointed by direct recruitment as Senior Assistants and Statistical Assistants, unless he has already done so, has to pass Departmental Examination as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time. The syllabus at present in force is as specified in **Appendix 'C'**.

8. Discipline, punishment and appeal. – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the member of Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per **Appendix 'D'**.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994. – (1) In respect of the matters, which are not specifically provided in these rules, the members of Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in **Appendix 'E'**.

10. Repeal and savings. –The Punjab Employment (Class I and II) Service Rules, 1963 and the Punjab Employment Department (State Service-Class III) Rules, 1964 so far as they are applicable to the members of the Service, are hereby repealed:

Provided that any order issued or any action taken under the rules, so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

11. Interpretation. –If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and Department of Finance shall decide the same.

PUNJAB GOVT. GAZ., APRIL 21, 2023
(VYST 1, 1945 SAKA)

APPENDIX 'A'
(See rules 1(3), 3 and 5)

Serial No.	Designation of the post	Number of posts		Scale of the pay (in rupees) (As per 6 th Pay Commission) Level as per PPC		Scale of the pay for Members of Service recruited on or after 17 th July, 2020 as per 7 th Central Pay Commission
		Permanent	Total	Level as per PPC	Scale	
1	2	3	4	5	6	7
1	Employment Generation, Skill Development and Training Officer	37	37	L-13	46000-146500	44,900
2	Superintendent Grade-II	18	18	L-12	43000-136000	---
3	Senior Assistant	48	48	L-11	38500-122700	35,400
4	Statistical Assistant	20	20	L-11	38500-122700	35,400
5	Senior Scale Stenographer	1	1	L-11	38500-122700	---

* The above mentioned scales are as per Punjab Government, Finance Department (Finance Personnel Branch-I) No.5/10/09-5FPI/1052&958 dated 15-12-2011 and shall be applicable as amended from time to time.

** The above mentioned scales are as per notification of Punjab Government, Department of Employment Generation, Skill Development and Training (Employment Generation Branch) No.1109/291/2020-4EG/1/110120/2020 (1-3) Dated: 27/11/2020 in compliance of the Letter No. 7/87/2020-5FPI/1145 dated: 29/10/2020 of the Finance Department (Finance Personnel Branch-1) and shall be applicable as amended from time to time.

(VYST 1, 1945 SAKA)

APPENDIX 'B'

(See rule 6)

Serial No	Designation of the post	Percentage for Appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1.	Employment Generation, Skill Development and Training Officer	Sixty-two per cent	Thirty-eight per cent	As per the Punjab State Civil Services (Appointment by Combined Competitive Examination) Rules, 2009, as amended from time to time.	From amongst the Superintendents Grade-II who have an experience of working as such for a minimum period of one year subject to successful clearance of probation.
2.	Superintendent Grade-II	-	Hundred per cent	-	From amongst the Senior Assistants or Statistical Assistants or Senior Scale stenographers who have an experience of working as such for a minimum period of four years with ratio of 70%+20%+10%.
3.	Senior Assistant	Twenty-five per cent	Seventy-five per cent	As per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Clerks or Clerks (Legal) or Clerks (Accounts) or Junior Assistants working under the control of the Director, Employment Generation, Skill Development and Training who have an experience of working as such for a minimum period of four years.
4.	Statistical Assistant	Seventy-five per cent	Twenty-five per cent	Should possess a Graduation degree from a recognized university or an institution with atleast one subject of Statistics or Mathematics or Accounts.	From amongst the Clerks or Clerks (Legal) or Clerks (Accounts) or Junior Assistants working under the control of the Director, Employment Generation, Skill Development and Training and who possess the essential qualification as required for direct appointment.
5.	Senior Scale Stenographer	--	Hundred per cent	-	From amongst the Junior Scale Stenographers working under the control of the Director, Employment Generation, Skill Development and Training who

					have an experience of working as such for a minimum period of two years subject to successful clearance of probation.
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APPENDIX 'C'

(See rule-7)

SYLLABUS

Part-I

(70 Marks)

Department Procedure

1. Registration and Renewal
2. Vacancy
3. Vocational Guidance Programme and its Corresponding Returns
4. Self Employment Schemes, Skill Schemes and foreign cell etc.
5. Unemployment Allowance
6. Code on Social Security 2020
7. Rights of Persons with Disabilities Act 2016.
8. Monthly, Quarterly, Half Yearly and Yearly Returns.
9. P.F.R, Punjab Civil Service Rules, Procurement procedure, Execution of work.

Part II

(30 Marks)

1. Working of all Institutes/Mission in the Department.
2. Knowledge of Schemes in the Department
3. Knowledge of IT (e-office, IHRMS, Court Case Monitoring system (CCMS Punjab), Portal (PGRKAM and Department) etc.
4. Typing on computer (Non Gazetted Employees).

Note:- The papers will be 100 marks and passing percentage is 40% and time period of papers is three hours.

APPENDIX 'D'
(See rule 9)

Serial Number	Designation of the post	Nature of *Penalty or order	Authority empowered to impose *penalty or pass order	Appellate Authority
1.	Employment Generation, Skill Development and Training Officer	(i) Censure (ii) Withholding of his promotion. (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders. (iv) Withholding increment of pay without cumulative effect.	Administrative Secretary	Minister Incharge
2.	Superintendent Grade-II	(v) Withholding of increments of pay with Cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further direction as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period reduction will or will not have the effect of postponing the future increments of his pay.		
3.	Senior Assistant	(vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restoration to that grade, post or service.		
4.	Statistical Assistant	(vii) Compulsory retirement		
5.	Senior Scale Stenographer	(viii) Removal from service which shall		

		<p>not be a disqualification for future employment under the Government.</p> <p>(ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>		
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*In terms of the Rules 5 of Punishment & Appeal Rules, 1970.

APPENDIX 'E'

(See rule 9)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)
Notification**

The 4th May, 1994.

No. G.S.R. 33/ Const./Art 309/94- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
 - (2) They shall come into force at once.
 - (3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
2. **Definitions** – In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,-
 - (i) any university or institution incorporated by law in any of the State of India;
 - or

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- (ii) any other university or institution, which is declared by the government to be a recognized university or institution for the purposes of these rules;
- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra: provided that ,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. Nationality, domicile and character of persons appointed to the Service.-

- (1) No person shall be appointed to the Service unless he is, -
 - (a) a Citizen of India ; or

- (b) a Citizen of Nepal; or
- (c) a subject of Bhutan ; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. **Disqualifications.**- (1) No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage

and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5.Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit:- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.

6. **Qualification etc.**- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university, Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**-(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - b) if such person is appointed otherwise –
 - (i) revert him to his former post; or

- (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
 - (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. **Seniority.**-The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I Part-1.

10. **Liability to Serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters.-** In respect of pay , leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.-**(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

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(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.**- Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he -</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;</p> <p>(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p style="text-align: center;">Provided that where appointment of Group 'B' non-technical</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of four years.</p>

<p>post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).</p>	
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15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi , respectively typewriting on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

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*15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -

Direct appointment	Promotion
<p>No Personal shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he –</p> <p>(i) Possesses the Bachelor's Degree from a recognised university or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a</p>	<p>From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to</p>

Government recognized Institution or a reputed Institution, which is ISO 9001, certified.	have qualify the test for promotion as Senior Scale Stenographer.
OR	
Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.	

16. Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.- No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. Knowledge of Punjabi Language.- No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

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Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.-

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. **Power to relax.**- Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over-riding effect.**-The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**- If any question arises as to the interpretation of these rules, the Government shall decide the same.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

—
KUMAR RAHUL,
Secretary to Government of Punjab,
Department of Employment Generation,
Skill Development and Training.

PART III

**GOVERNMENT OF PUNJAB
DEPARTMENT OF EMPLOYMENT GENERATION, SKILL
DEVELOPMENT AND TRAINING
(EMPLOYMENT GENERATION BRANCH)**

NOTIFICATION

The 11th April, 2023

No. G.S.R. 48/Const./Art. 309/2023.- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of Service of persons appointed to the Punjab Employment Generation, Skill Development and Training (**Group C**) Service, namely: -

R U L E S

1. Short title, commencement and application. – (1) These rules may be called the Punjab Employment Generation, Skill Development and Training (**Group C**) Service Rules, 2023.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in **Appendix 'A'**.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

- (a) "Administrative Secretary", wherever appearing in these rules, means the Secretary or Principal Secretary or Additional Chief Secretary or Financial Commissioner or Special Chief Secretary, whosoever is the administrative head of the Department;
- (b) "Appendix" means an appendix appended to these rules;
- (c) "Head of Department" means the Director, Employment Generation, Skill Development and Training;
- (d) "Government" means the Government of Punjab in the Department of Employment Generation, Skill Development and Training; and
- (e) "Service" means the Punjab Employment Generation, Skill Development and Training (Group C) Service.

- (2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

3. Number and character of posts. –The Service shall comprise the posts specified in **Appendix 'A'**:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority. –Appointment to the Service shall be made by the Head of Department.

5. Pay of the Members of the Service.– The members of the Service shall be entitled to such scales of pay, as may be authorized by the Government of Punjab, Department of Finance from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in **Appendix 'A'**.

6. Method of appointment, qualifications and experience. – (1) Appointment to the post in the Service shall be made in the manner specified in **Appendix 'B'**:

Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct recruitment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.

- (2) No person shall be appointed to any post in the Service, unless he possesses the qualifications and experience, as specified against that post in **Appendix 'B'**.

- (3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis and no person shall have any right to claim promotion on the basis of seniority alone.

7. Departmental examination. – Every member of the Service, who is appointed by direct recruitment unless he has already done so, shall pass such departmental examination as may be specified by the Government from time to time and as per the provisions laid down in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time. The syllabus at present in force is as specified in **Appendix 'C'**.

8. Discipline, punishment and appeal. – (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority there under in respect of the member of Service against an order as specified in the Punjab Civil Service (Punishment and Appeal) Rules, 1970 shall be as per **Appendix ‘D’**.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994. – (1) In respect of the matters, which are not specifically provided in these rules, the members of Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in **Appendix ‘E’**.

10. Repeal and savings. – The Punjab Employment Department (State Service-Class III) Rules, 1964, so far as they are applicable to the members of the Service, are hereby repealed;

Provided that any order issued or any action taken under the provisions of the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.

11. Interpretation. – If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel and Department of Finance shall decide the same.

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APPENDIX 'A'
(See rules 1(3), 3 and 5)

Serial Number	Designation of the post	Number of posts		Scale of the pay (in Rs.) (As per 6 th Pay Commission)		Scale of Pay for Members of Service recruited on or After 17.07.2020
		Permanent	Total	Level per PPC	as 6 th Scale	
1	2	3	4	5	6	7
1	Junior Scale Stenographer	7	7	L-7	28900-91600	29200
2	Stenotypist	15	15	L-5	21300-67800	21700
3	Clerk	178	178	L-3	20200-64000	19900
4	Clerk(Legal)	2	2	L-3	20200-64000	19900
5	Clerk (Accounts)	25	25	L-3	20200-64000	19900
6	Proof Reader	1	1	L-3	20200-64000	19900

Note:

* The above mentioned scales are as per Punjab Government, Finance Department (Finance Personnel Branch-I) No.5/10/09-5FPI/1052&958 dated 15-12-2011 and shall be applicable as amended from time to time.

** The above mentioned scales are as per notification of Punjab Government, Department of Employment Generation, Skill Development and Training (Employment Generation Branch) No.1109/291/2020-4EG/1/110120/2020 (1-3) Dated: 27/11/2020 in compliance of the letter No. 7/87/2020-5FPI/1145 Dated: 29/10/2020 of the Finance Department (Finance Personnel Branch-1) and shall be applicable as amended from time to time.

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APPENDIX 'B'

(See rule 6)

Serial Number	Designation of the post	Percentage appointment by for		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1	Junior Scale Stenographer	Thirty-three per cent	Sixty-seven per cent	As per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Steno Typists who have an experience of working as such for a minimum period of four years.
2	Steno Typist	Hundred per cent	—	As per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	-
3	Clerk	Eighty-five per cent	Fifteen per cent	As per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.	From amongst the Group-D employees, who have passed Matriculation examination with Punjabi from a recognized Board or an institution and who have an experience of working as such for a minimum period of five years: Provided that they should pass the requisite typing test as per the instructions of

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					Department of Personnel, Government of Punjab.
4	Clerk (Legal)	Hundred per cent	—	<p>(i) Should be a law Graduate from a recognized university or an institution;</p> <p>(ii) Should qualify a competitive test to be held by the recruiting authority; and</p> <p>(iii) Should qualifies a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.</p>	-

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5	Clerk (Accounts)	Hundred per cent	—	<p>(i) Should possess a Graduation Degree from a recognized university or an institution with atleast one subject of Statistics or Mathematics or Accounts with passing of Punjabi up to Matric standard;</p> <p>(ii) Should qualify a competitive test to be held by the recruiting authority; and</p> <p>(iii) Should qualify a test in Punjabi and English typing to be held by the recruiting authority at the speed of thirty words per minute or at such speed as may be specified by the Punjab Government from time to time and other conditions applicable as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended</p>	-
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				from time to time.	
6	Proof Reader	Hundred per cent	—	<p>(i) Should be a Graduate from a recognized university or an institution with Punjabi up to Matric standard having proficiency in English and Punjabi;</p> <p>(ii) Knowledge of Computer Application is essential; and</p> <p>(iii) Prescribed Translation test held by the Government shall be essential to be passed for confirmation of probation.</p>	

APPENDIX 'C'

(See rule-7)

SYLLABUS

Part-I

(70 Marks)

Department Procedure

1. Registration and Renewal
2. Vacancy
3. Vocational Guidance Programme and its Corresponding Returns
4. Self Employment Schemes, Skill Schemes and foreign cell etc.
5. Unemployment Allowance
6. Code on Social Security 2020
7. Rights of Persons with Disabilities Act 2016.
8. Monthly, Quarterly, Half Yearly and Yearly Returns.
9. P.F.R, Punjab Civil Service Rules, Procurement procedure, Execution of work.

Part II

(30 Marks)

1. Working of all Institutes/Mission in the Department.
2. Knowledge of Schemes in the Department
3. Knowledge of IT (e-office, IHRMS, Court Case Monitoring system (CCMS Punjab), Portal (PGRKAM and Department) etc.
4. Typing on computer.

Note:- The papers will be 100 marks and passing percentage is 40% and time period of papers is three hours.

APPENDIX 'D'
(See rule 9)

Serial Number	Designation of the post	Nature of *Penalty or order	Authority empowered to impose *penalty or pass order	Appellate Authority
1.	Junior Scale Stenographer	(i) Censure	Director	Administrative Secretary
2.	Steno Typist	(ii) Withholding of his promotion.		
3.	Clerk	(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders.		
4.	Clerk (Legal)	(iv) Withholding increment of pay without cumulative effect.		
5.	Clerk (Accounts)	(v) Withholding of increments of pay with Cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further direction as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period reduction will or will not have the effect of postponing the future increments of his pay.		
6.	Proof Reader	(vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the grade or post or service from which the government employee was reduced and his seniority and pay on such restoration to that grade, post or service.		

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		(vii) Compulsory retirement (viii) Removal from service which shall not be a disqualification for future employment under the Government. (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.		
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***In terms of the Rules 5 of Punishment & Appeal Rules, 1970.**

APPENDIX 'E'**(See rule 9)****GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH -1)****Notification**

The 4th May, 1994.

No. G.S.R. 33/ Const./Art 309/94- In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Group 'A' , Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab, namely :-

1. **Short title, commencement and application.** – (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
(2) They shall come into force at once.
(3) They shall apply to all the posts in Group 'A', Group 'B' and Group 'C' services in connection with the affairs of the State of Punjab.
2. **Definitions** – In these rules, unless the context otherwise requires,-
 - (a) "appointing authority" means an appointing authority specified as such in the Service Rules made under Article 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
 - (b) "Board" means the Subordinate Services Selection Board, Punjab or any other authority constituted to perform its functions;
 - (c) "Commission" means the Punjab Public Service Commission;
 - (d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
 - (e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
 - (f) "recognized university or institution" means,-
 - (i) any university or institution incorporated by law in any of the State of India; or
 - (ii) any other university or institution, which is declared by the government to be a recognized university or institution for the purposes of these rules;

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- (g) "Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;
- (h) "Service Rules" means the service rules made under Article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and
- (i) (i) "War Hero" means a defence services personnel or a para-military forces personnel, who is a *bona fide* resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after Ist January, 1999, while fighting in a war declared so by Government of India, in operations in Kargil or any other sector in J&K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence services personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Parmvir Chakra, Mahavir or Vir Chakra; provided that ,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to the first generation dependent members/next of the kin.

Note:- The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.

3. **Nationality, domicile and character of persons appointed to the Service.-**

- (1) No person shall be appointed to the Service unless he is, -
- (a) a Citizen of India ; or
 - (b) a Citizen of Nepal; or
 - (c) a subject of Bhutan ; or
 - (d) a Tibetan refugee who came over to India before the Ist day of January, 1962 with the intention of permanently settling in India; or

- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

- (3) No person shall be recruited to the Service by direct appointment, unless he produces:-

- (a) a certificate of character from the Principal Academic Officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relative, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualifications.- (1) No person,-

- (a) who has entered into or contracted a marriage with a person having a spouse living ; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

- 5. Age.-** (1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately

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preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed up to forty five years in the case of persons already in the employment of the Punjab Government or any Board, Corporation, Commission or Authority under it, other State Government or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Class, the Upper age limit shall be such as may be fixed by the government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982 as amended from time to time.
- (3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.
- (4) In the case of appointment of a war Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

5A. Increase in upper age limit:- Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have increased by two years.

6. Qualification etc.- Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Group 'A' and Group 'B' non-technical post is offered to a war hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependent member of his family,

under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university, Such person who is offered Group 'A' or Group 'B' or Group 'C' non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

7. **Probation.**-(1) A person appointed to any post in the Service shall remain on probation for a period of three years, if recruited by direct appointment and one year if recruited otherwise:

Provided that, -

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his service or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - b) if such person is appointed otherwise –
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may-
- (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or

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- (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) If his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -
 - (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise.

8. **Seniority.**-The seniority *inter se* of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows : -

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;

- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred ; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments; and if the length of such service is also the same, an older person shall be shall be senior to a younger person :

Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks, during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.

Note:- Seniority of persons appointed on purely provisional basis or on *ad hoc* basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer.-** A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1 Part-1.

10. **Liability to Serve.-** A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. **Leave, Pension and other matters.-** In respect of pay , leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may here after be adopted or made by the competent authority.

12. **Discipline, penalties and appeals.-**(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. **Liability for vaccination and re-vaccination.-** Every member of the Service shall get himself vaccinated and re-vaccinated when Punjab Government so directs by a special or general order.

14. **Oath of allegiance.**- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

***14A Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –**

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government, unless he -</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India;</p> <p>(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have before his appointment, passed a test in English and Punjabi respectively, typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:</p> <p style="padding-left: 40px;">Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule (2).</p>	<p>From amongst the clerks, who have an experience of working as such for a minimum period of four years.</p>

15. Minimum educational and other qualifications.-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised university or institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule (1) shall have before his appointment passed a test in English and Punjabi , respectively typewriting on computer, to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence services; or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised university or institution. However, such person shall not be required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

*15A. Minimum Educational and others Qualifications for appointment to the post of Senior Scale Stenographer by -

Direct appointment	Promotion
No Person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he –	From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.
(i) Possesses the Bachelor's Degree from a recognised university or Institution; and	Provided that if the Junior Scale Stenographer is not available then from
(ii) Qualifies in a Stenography test in four	

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<p>paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer.</p> <p>iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a computer Information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course</p>	<p>amongst the Steno typists, who have an experience of working as such for a minimum period of four years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) The passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualify the test for promotion as Senior Scale Stenographer.</p>
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(DOEACC) of Government of India.	
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16. **Minimum educational and other qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer.-** No person shall be given direct appointment to a post of a Steno-typist or a Junior Scale Stenographer under the Punjab Government unless he :-

- (a) Possesses Bachelor's Degree from a recognized University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.

17. **Knowledge of Punjabi Language.-** No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from Defence Services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by

the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi Language:

Provided further that where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

18. Promotion to Group 'A' and Group 'B' Service.-

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded, as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in the Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debarring for consideration for promotion of a Government Employee who refuses to accept promotion.-** In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

- 19. Power to relax.-** Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

- 20. Over-riding effect.-**The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the

recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation.**- If any question arises as to the interpretation of these rules, the Government shall decide the same.

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

KUMAR RAHUL,
Secretary to Government of Punjab,
Department of Employment Generation,
Skill Development and Training.

2811/4-2023/Pb. Govt. Press, S.A.S. Nagar.

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF RURAL DEVELOPMENT AND PANCHAYATS

(JDC SECTION)

NOTIFICATION

The 10th April, 2023

No. G.S.R. 49/C.A.42/2005/Ss.7 and 32/ 2023.- The following draft of rules, which the Governor of Punjab proposes to make in exercise of the powers conferred by section 32 read with section 7 of the Mahatma Gandhi National Rural Employment Guarantee Act, 2005 (Central Act No. 42 of 2005), and all other powers enabling him in this behalf, is published as required by sub-section (1) section 32 of the said Act, for information of the persons likely to be affected thereby.

Notice is hereby given that the draft will be taken into consideration by the Government on or after the expiry of a period of thirty days from the date of publication of this notification in the Official Gazette, together with any objection or suggestion, which may be received by the Secretary to Government of Punjab, Department of Rural Development and Panchayats, Vikas Bhawan, Phase 8, Sector 62, SAS Nagar, from any person with respect to the said draft before the expiry of the period so specified, namely:-

DRAFT RULES

- 1. Short title, extent and commencement. -(1)** These rules may be called the **Punjab Mahatma Gandhi National Rural Employment Guarantee (Unemployment Allowance) Rules, 2023.**
 - (2) They shall extend to the whole of Punjab.
 - (3) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- 2. Definitions.- (1)** In these rules, unless the context otherwise requires,-
 - a) **“Act”** means the Mahatma Gandhi National Rural Employment Guarantee Act, 2005 (Central Act No. 42 of 2005);
 - b) **“District Programme Coordinator”** means the Deputy

Commissioner of the district who is looking after the implementation of the Act at district level;

- c) **“Fund”** means the Punjab State Employment Guarantee Fund established under section 21 of the Act;
- d) **“Government”** means the Government of the State of Punjab in the Department of Rural Development and Panchayats;
- e) **‘Gram Rozgar Sewak’** means the employee looking after the implementation of the Act at the concerned Gram Panchayat;
- f) **“Programme Officer”** means the Block Development and Panchayat Officer or any other officer looking after the implementation of the Act at block level;
- g) **“Scheme”** means the ‘Punjab State Rural Employment Guarantee Scheme’; and
- h) **“unemployment allowance”** means the payment made under section 7 of the Act.

(2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them under the Act.

Section 7 **3. Eligibility to receive unemployment allowance.-** (1) A person who is registered in the Registration-cum-Employment Register, and having been issued a job card under the Scheme, and who has submitted an application seeking employment and whose application is registered in the demand of work register, shall be entitled to unemployment allowance, in case employment is not provided within fifteen days of the receipt of work demand.

(2) The unemployment allowance shall be paid at the rate equal to one-fourth of the prevailing wage rate for the first thirty days and equal to half of the prevailing wage rate for the remaining period.

(3) The liability of the Government to pay unemployment allowance to any household shall cease as per the provisions of sub-section (3) of section 7 of the Act.

Section 7 **4. Procedure for payment of unemployment allowance.-** (1) A person claiming unemployment allowance shall make an application giving complete details of his bank account number along with proof of submission of an

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application seeking employment to the Gram Rozgar Sewak within fifteen days from the last day of the period for which unemployment allowance is claimed.

(2) On receipt of the application, the Gram Rozgar Sewak shall make necessary enquiries and if he is satisfied that the applicant has submitted an application for registering himself for employment under the scheme and is entitled for payment of unemployment allowance, he shall forward the application to the Programme Officer along with his remarks.

(3) The Programme Officer shall, on the basis of contents of the application and the justification given by the Gram Rozgar Sewak, issue an order to that effect, indicating the period for which the unemployment allowance is payable and shall make payment of the unemployment allowance to the applicant.

(4) If the Programme Officer rejects the demand for unemployment allowance, he shall record the reasons for rejecting the same and convey the same to the applicant in writing under intimation to the Gram Panchayat.

(5) Any person aggrieved by the order of the Programme Officer may prefer an appeal to the concerned District Programme Coordinator within fifteen days of receipt of such order, who shall dispose of the appeal within thirty days from the date of such appeal.

(6) The Programme Officer shall transfer the unemployment allowance to the bank account of the eligible applicant.

5. Maintenance of accounts of unemployment allowance.- (1) The Programme Officer shall maintain the record of payment of unemployment allowance. Section 7

(2) Each Gram Panchayat shall maintain a register in respect of applications received by it for the payment of unemployment allowance and for information about the payment of allowance or rejection thereof, as the case may be. The information in the register shall be reported by the Gram Panchayat to the Programme Officer in the same performa on monthly basis.

(3) Each Programme Officer shall compile the data in the computer and supply a copy of the same to the District Programme Coordinator.

(4) Each District Programme Coordinator shall compile the data received from the Programme Officers and generate monthly and annual reports in the

performa given for Monitoring Information System (MIS) formats and send it to the Government of Punjab, Department of Rural Development and Panchayats and the Ministry of Rural Development, Government of India through e-mail or online reporting and also forward a hard copy thereof duly signed.

(5) The Programme Officer after sanctioning the unemployment allowance shall initiate disciplinary proceedings against those officers and or officials who are found responsible for the payment of unemployment allowance in violation of the provisions of the Act and these rules. The amount shall be recovered from the defaulters and/or beneficiary after due enquiry. The enquiry proceedings shall be completed within ninety days of the receipt of information.

6. Unemployment allowance not to be ineligibility.-Any household, which has been provided with unemployment allowance, shall continue to be eligible for employment on demand with a minimum of one hundred days in a financial year:

Provided that the number of total days for which unemployment allowance is given and/or employment is provided shall not exceed the limit of hundred days wages during a financial year.

7. Payment of unemployment allowance.-Unemployment allowance shall be paid from the Fund from the State share. After payment of the unemployment allowance, if any, the Government shall provide fund to meet the reimbursement claims of unemployment allowance paid under the Act on the demand of the Government.

K. SIVA PRASAD,

Additional Chief Secretary to Government of Punjab,
Department of Rural Development and Panchayats, Punjab.

APPENDIX 'D'

(See rule 8)

For Official Use Only



GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL

THE PUNJAB CIVIL SERVICES
(GENERAL AND COMMON CONDITIONS OF SERVICE)
RULES, 1994

(As amended upto 30th September, 2016)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-1 BRANCH)**

Notification

The 4th May, 1994

NO. G.S.R.33/Const./Art.309/94. - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab, namely:-

1. Short title, commencement and application :-

- (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- (2) They shall come into force at once.
- (3) They shall apply to all the posts in ¹[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.

2. Definitions.- In these rules, unless the context otherwise requires,-

- a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab ;
- b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;
- c) "Commission" means the Punjab Public Service Commission;
- d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- f) "recognised university or institution" means,-
 - i) any university or institution incorporated by law in any of the State of India; or
 - ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;
- g) ¹["Service" means any Group 'A' Service, Group 'B' Service and Group 'C' Service constituted in connection with the affairs of the State of Punjab as per scales given in the Appendix;]
- h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and

¹ Amended vide Punjab Government Notification No.G.S.R.115/Const./ Art.309/Amd.(6)/2001, dated 18th December, 2001.

- ¹[i) (i) "War hero" means a defence services personnel, or a para-military forces personnel, who is a bona fide resident of Punjab State and has been killed or discharged from service on account of disability suffered by him on or after 1st January, 1999, while fighting in a war declared so by the Government of India, in operations in Kargil or any other sector in J & K in the on going conflict with Pakistan or in any other operations which may be notified by the State Government to have been undertaken for preserving the unity and integrity of the Country; or
- (ii) a defence service personnel or a para-military forces personnel who was a *bona fide* resident of Punjab State and was posthumously decorated with Param Vir Chakra, Mahavir Chakra or Vir Chakra; provided that,-
- (a) In exceptional instances, the cases of such War Heroes may also be covered, with the prior approval of the Department of Personnel who though not *bona fide* residents of Punjab State are yet closely connected to the State of Punjab;
- (b) In the case of War Heroes, falling in the category (ii) above, the benefits to be given by the State Government will be restricted only to first generation dependent members/next of the kin.

Note:-The Government reserves the right to include any other category of Awardees for the purpose of providing employment to the category of War Heroes, as may be notified.]

3. Nationality, domicile and character of person appointed to the Service.-

(1) No person shall be appointed to the Service unless he is,-

- (a) a Citizen of India; or
- (b) a Citizen of Nepal; or
- (c) a Subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No person shall be recruited to the service by direct appointment, unless he produces,-
- a) a certificate of character from the principal academic officer of the university, college, school or

¹ Substituted vide Punjab Government Notification No.G.S.R.34/Const./Art.309/ Amd.(7)/2003, dated 12th July, 2003.

institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and

- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.

4. Disqualification.- No person:-

- (a) who has entered into or contracted a marriage with a person having spouse living ; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the Service :

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.-¹ [(1) No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty seven years of age in the case of technical and non-technical posts on the first day of January of the year immediately preceding the last date, fixed for submission of applications by the Commission or the Board, as the case may be.]

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty-five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India.

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

- (2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.
(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

- ²[(4) In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]

³[5A. Increase in upper age limit. – Notwithstanding anything contained in rule 5, on and with effect from the commencement of the Punjab Civil Services (General and Common Conditions of Service) Amendment Rules, 2010, where in any other Service rules, or in Government instructions, the upper age limit for appointment to any Service or for any category or persons, if different from thirty-five years, it shall be deemed to have been increased by two years.]

¹ Amended vide Punjab Government Notification No.G.S.R.20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

² Amended vide Punjab Government Notification No.G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

³ Rule 5A after rule 5 was inserted vide Punjab Government Notification No.G.S.R.20/Const./Art.309/Amd.(10)/2010, dated 24th May, 2010.

6. **Qualification etc.-** Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;

¹{ Provided that where appointment of ²[Group 'A' or Group 'B'] non- technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered ³[Group 'A' or Group 'B' or Group 'C'] non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.)

7. **Probation.-** (1) A person appointed to any post in the service shall remain on probation for a period of ⁴[three] years, if recruited by direct appointment and one year if appointed otherwise:

Provided that:-

- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding ³[one] and a half years from the date of appointment, it may:-
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

¹ Proviso was added, vide Punjab Government Notification No. G.S.R.81/Const./Art.309/Amd(II)/99, dated 15th November, 1999.

² Amended vide Punjab Government Notification No. G.S.R.115/Const./ Art.309/Amd.(6)/2001, dated 18th December, 2001.

³ Amended vide Punjab Government Notification No. G.S.R.1/Const./Art.309/Amd.(14)/2015, dated 23rd February, 2015.

⁴ Amended vide Punjab Government Notification No. G.S.R.56/Const./Art.309/Amd.(18)/2016, dated 5th September, 2016.

- (3) On the completion of the period of probation of a person, the appointing authority may -
- (a) if his work and conduct has in its opinion been satisfactory -
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
- (b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules -
- (i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

8. **Seniority** - The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.

Provided that in the case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the preceding proviso joins, the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (d) in the case of persons appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person:

¹[Provided further that in the case of persons recruited by direct appointment in the same cadre obtaining equal marks during same selection process, their inter-se-seniority shall be determined on the basis of their age. That is, an older person shall be senior to the younger person.]

Note:- Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

9. **Liability of members of Service to transfer** - A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume-I, Part I.
10. **Liability to serve** - A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.
11. **Leave, Pension and other matters** - In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
12. **Discipline, penalties and appeals** - (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.
2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.
13. **Liability for vaccination and re-vaccination** - Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.
14. **Oath of allegiance** - Every member of a Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

¹Amended vide Punjab Government Notification No.G.S.R.11/Const./Art.309/Amd.(17)/ 2016 dated 19th January, 2016.

¹14A. Minimum Educational and other Qualifications for appointment to the post of Senior Assistant by –

Direct Appointment	Promotion
No person shall be given direct appointment to the post of Senior Assistant under the Punjab Government unless he --	From amongst the clerks, who have an experience of working as such for a minimum period of five years.
(i) Possesses the Bachelor's Degree from a recognised University or Institution; and	
(ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	
(iii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.	

OR

Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

(2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule (1), shall have, before his appointment, ²passed a test in English and Punjabi, respectively, ¹typewriting on computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute:

Provided that where appointment of Group 'B' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as Provided in sub-rule (2).

¹Rule 14A was inserted vide Punjab Government Notification No. G.S.R. 7/Const./Art.309/Amd.(15)/2015 dated 15th March, 2015.

²Amended vide Punjab Government Notification No. G.S.R. 69/Const./Art.309/Amd.(16)/2015 dated 24th December, 2015.

¹[15. Minimum Educational and other qualifications:-

- (1) (i) No person shall be given direct appointment to the post of Clerk under the Punjab Government unless he possesses the Bachelor's Degree from a recognised University or Institution; and
- (ii) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.;

- (2) The person so appointed as Clerk in terms of the provisions of sub-rule(1), shall have, before his appointment, ²(passed a test in English and Punjabi, respectively, on computer), to be conducted by the Board or the appointing authority or the Department of Information Technology as the case may be, at a speed of thirty words per minute."

Provided that where appointment of Group 'C' non-technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be Graduate from a recognised University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule (2).]

¹Rule 15 was Substituted, vide Punjab Government Notification No.G.S.R.12/Const./Art.309/ Amd.(9)/2009, dated 10th February, 2009.

Rule 15 was amended and sub rule (3) was Omitted vide Punjab Government Notification No.G.S.R.59/Const./Art.309/Amd.(13)/ 2011, dated 17th August, 2011.

²Amended vide Punjab Government Notification No. G.S.R.69/Const./Art.309/Amd.(16)/2015 dated 24th December, 2015.

[15A. Minimum Educational and other Qualifications for appointment to the post of Senior Scale Stenographer by –

Direct Appointment	Promotion
<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Government unless he --</p> <p>(i) Possesses the Bachelor's Degree from a recognised University or Institution; and</p> <p>(ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows :-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognised institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>(i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p style="text-align: center;">Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typists, who have an experience of working as such for a minimum period of five years; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>(b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the Stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer."</p>

¹Rule 15A was inserted vide Punjab Government Notification No. G.S.R.7/Const./Art.309/Amd.(15)/2015 dated 15th March, 2015.

¹[16. **Minimum Educational and other Qualifications for appointment to the post of Steno-typist or Junior Scale Stenographer** - No person shall be given direct appointment to the post of Steno-typist or Junior Scale Stenographer under the Punjab Government, unless he -

- (a) Possesses Bachelor's Degree from a recognised University or Institution; and
- (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and
- (c) Possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognised institution or a reputed institution, which is ISO 9001, certified.

OR

Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.]

²[17. **Knowledge of Punjabi Language** - No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi language equivalent to Middle standard:

Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language:

Provided further that where a ward of Defence Service Personnel, who is a bona fide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.]

¹Amended vide Punjab Government Notification No.GS.R.12/Const./Art.309/Amd.(9)/2009, dated 10th February, 2009.

²Rule 17 was Substituted vide Punjab Government Notification No.GS.R.97/Const./Art.309/Amd.(5)/2001, dated 4th September, 2001.

[18. Promotion to Group 'A' and Group 'B' Services –

- (1) (a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum-seniority as per the instructions issued by the Government from time to time. The minimum bench mark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.
- (b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per the instructions issued by the Government from time to time. There shall be no supersession on the basis of merit.
- (c) For promotion to post falling in Group 'B', the minimum benchmark will be 'Good' and there shall be no supersession on the basis of merit.

- (2) **Debaring for consideration for promotion of a Government employee who refuses to accept promotion** - In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefor in writing from the operation of this rule.]

19. **Power to relax.** - Where the government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. **Over riding effect** - The provisions of these rules shall have effect notwithstanding anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

21. **Interpretation** - If any, question arises as to the interpretation of these rules, the Government shall decide the same.

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“APPENDIX”

(See rule 2)

- Group 'A' : Posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more; Provided that all existing Class I posts irrespective of the monetary limits of the pay scales shall be placed in Group 'A'.
- Group 'B' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 10,640 to 11,659;
- Group 'C' : Posts in initial entry revised scales of pay with maximum ranging between Rs. 5,160 to 10,639;

A.S. CHATTHA,
Chief Secretary to Government of Punjab.

PART III**GOVERNMENT OF PUNJAB****DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES-I BRANCH)****NOTIFICATION**

The 20th December, 2016

No.G.S.R. 85/Const./Art.309/Amd.(19)/2016.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Third Amendment) Rules, 2016.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 5, in the second proviso, for the words and sign "Punjab Government", the words "Punjab Government or any Board, Corporation, Commission or Authority under it", shall be substituted.

SARVESH KAUSHAL,

Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), OCTOBER 10, 2017 1151
(ASVN 18, 1939 SAKA)

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(Personnel Policies-I Branch)

NOTIFICATION

The 4th October, 2017

No. G.S.R.44/Const./Art.309/Amd.(20)/2017.-In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :--

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (Amendment) Rules, 2017.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in rule 7, in sub-rule (3), for the existing proviso, the following proviso shall be substituted, namely:-

"Provided that the total period of probation including extension, if any, shall not exceed four years, if recruited by direct appointment and three years if appointed otherwise."

KARAN AVTAR SINGH,
Chief Secretary to Government of Punjab.

PUNJAB GOVT. GAZ. (EXTRA), SEPTEMBER 16, 2019 469
(BHDR 25, 1941 SAKA)

PART III**GOVERNMENT OF PUNJAB****DEPARTMENT OF PERSONNEL**

(Personnel Policies-1 Branch)

NOTIFICATION

The 13th September, 2019

No. G.S.R.31/Const./Art.309/Amd.(21)/2019.— In exercise of the powers conferred by proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, namely :-

RULES

1. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) (First Amendment) Rules, 2019.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, (hereinafter referred to as the said rules), in rule 14 A, under column captioned as "Promotion", for the words "five years", the words "four years" shall be substituted.
3. In the said rules, in rule 15A, under column captioned as "Promotion", in clause (i) in the proviso, for the words "five years", the words "four years" shall be substituted.

KARAN AVTAR SINGH,

Chief Secretary to Government of Punjab.

*1860/9-2019/Pb. Govt. Press, S.A.S. Nagar**2811/4-2023/Pb. Govt. Press, S.A.S. Nagar.*